

FLEET MANAGEMENT DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Fleet Management Director position exists is to plan, organize, and perform a wide variety of responsible tasks in the operation, function, maintenance, and repair of the City's automotive and equipment fleet in the City's Fleet Management Division of the Municipal Services Department. This position has supervisory responsibility for all sections of the Fleet Management Division. This position performs supervisory functions. This position reports directly to the General Manager, Municipal Services.

ESSENTIAL FUNCTIONS

Manages a large, diversified equipment maintenance and construction operation.

Assigns and supervises the work of other professional staff and evaluates their performance by observing and monitoring various behaviors and work products.

Develops innovative solutions to complex problems.

Reviews cost accounting reports to determine effectiveness and efficiency of operations.

Implements changes in operational procedures, staffing, physical layout, materials used, etc. to improve program productivity.

Prepares Fleet Management budget and objectives. Implements, controls, and monitors budget.

Approves and monitors rental and depreciation rates. Establishes maintenance cost estimates and specifications for all City vehicles purchased. Determines criteria for the replacement of vehicles.

Exercises full authority and supervision of employees working in Fleet Management. Insures use of safety practices and procedures. Keeps informed of and implements OSHA and other federal and state laws and guidelines governing Fleet Management operations, including maximum weight allowances and legal weight limits.

Implements modifications and improvements on the engineering design of modular trucks. Makes recommendations on parts purchased, brands used, and commercial work performed.

Communicates orally with customers, the public, and employees in group and one-to-one settings. Communicates and manages organizational changes.

Prepares comprehensive oral presentations and written reports. Prepares and administers performance evaluations.

Assures that the division operates in compliance with all County, State, and Federal regulations.

Monitors the Fleet Management Division's contract administration procedures to insure compliance with City Procurement Code.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Cost accounting, budgeting, and purchasing procedures.

Modern equipment, technology, brands, and parts components.

Must demonstrate some knowledge of automotive and heavy equipment mechanics.

Must have good working knowledge of the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances.

Ability to:

Plan and organize data, coordinate programs, and make decisions.

Produce written documents with clearly organized thoughts using proper grammar.

Observe, review and check the work of staff members to ensure conformance to standards.

Enter data or information into a terminal, PC or other keyboard device. Operate a variety of standard office equipment, including a personal computer that require continuous and repetitive eye and arm or hand movement.

Conduct research and analyze results.

Establish and maintain effective working relationships with water and sewer users, other professionals and government jurisdictions, co-workers, and the general public.

Communicate effectively both verbally and in writing.

Support City Council and top management decisions.

Education & Experience:

Any combination of training, education and experience equivalent to a Bachelor's degree in Business, Automotive Technology or a related field, including some classes in Accounting and Purchasing procedures, and five to ten years experience in the automotive industry. Five years of recent and progressively responsible administrative and supervisory experience in fleet management and maintenance, or equivalent capacity.

A valid Driver's License with no outstanding citations for 39 months is required for all driving positions.

FLSA STATUS:

Exempt

HR Ordinance Status: Unclassified